

<u>TITLE</u>	<u>CODE</u>	<u>GRADE</u>	<u>EEO-4</u>
<b>FOOD DISTRIBUTION SPECIALIST</b>		<b>32</b>	<b>B</b>
			<b>12.324</b>

#### DEFINITION OF THE CLASS:

Under direction from the program manager assists with the administration of the Food Distribution Program on Indian Reservations; determines eligibility for participants; and performs related assignments as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Assists the program manager in the administration of the Food Distribution Program on Indian Reservations which is designed to promote the general welfare and safeguard the health of Nevada's Native American population. The incumbent reviews the eligibility, food benefits and program functions performed by program staff and provides staff training to ensure that the provisions of federal and State regulations, policies and procedures have been met; reviews food requisitions to determine if food requests meet program requirements with respect to quantity, variety, participants' preferences and nutritional value; recommends food distribution schedules and coordinates food distribution with tribal officials; provides recommendations to the provisions of the State plan; and solicits comments from tribal officials regarding State plan revisions.

Certifies eligibility of households applying for food assistance through the Food Distribution Program on Indian Reservations according to regulations and guidelines issued by the U.S. Department of Agriculture. The incumbent distributes applications; assists applicants in completing applications; interviews applicants to elicit information pertinent to eligibility; explains conditions of the program and provides applicants with information and referrals with regards to other available federal, State and local assistance programs; and authorizes food benefits including varieties and amounts for each eligible household.

Facilitates contractual agreements between State agencies and Indian tribes by negotiating the provision of service contracts; submitting contracts to tribal officials, the program manager and the budget division for approvals; authorizing payments as specified in the contracts; and serving as liaison between the contractual parties.

Creates and distributes outreach packages which explain the types of federal food assistance available to Native Americans living on reservations, the eligibility requirements, the hearings procedures, and related information.

Represents the agency at regional and national meetings of federal government, state and tribal officials to exchange information relative to changes in program regulations, policies and procedures.

Prepares required reports to: account for funds allocated and expended; reconcile food commodity inventories; and provide required ethnic information. Conducts an annual commodity acceptability survey for the purpose of determining dietary needs and preferences of program participants and reports the survey results to the federal government.

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the rules, regulations, policies and procedures of the Food Distribution Program on Indian Reservations. Working knowledge of the State plan relating to the procurement and distribution of commodity foods. Working knowledge of the practices and procedures pertinent to contractual agreements between a State agency and recipients and providers of services. General knowledge of the guidelines and requirements of public assistance and social services available within the community sufficient to offer clients potential benefits and refer them to needed services. Working knowledge of the nutritional needs of adults and children and the types and varieties of foods that serve those needs.

Ability to design forms and brochures used to comply with program requirements and promote public awareness. Ability to negotiate agreements and exchange ideas, information and opinions with others to formulate policies and programs and arrive jointly at decisions, conclusions and solutions. Ability to plan and organize the work flow, delegate responsibility, train staff and evaluate staff effectiveness to accomplish established objectives. Ability to establish and maintain cooperative working relationships with Tribal administrators.

**ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of accounting procedures sufficient to reconcile inventories, order inventory, track gains and losses in inventory and account for all households and persons served.

Ability to work independently and follow through on assignments with minimal direction. Ability to set priorities which accurately reflect the relative importance of job responsibilities. Ability to speak one-on-one or in groups using appropriate language to obtain information, explain policies and procedures, and train other staff. Ability to establish rapport and gain the trust of others. Ability to interpret and apply laws and regulations to recurring situations. Ability to evaluate numerous facts and determine their acceptability and completeness. Ability to compare data to program standards and judge whether elements of eligibility are met. Ability to conduct mutually informative interviews. Ability to effectively interact with persons from varying social, economic and cultural backgrounds. Ability to establish and maintain accurate records. Ability to read and comprehend federal regulations, program manuals and policy directives. Ability to work as part of a team. Ability to write concise, logical, grammatically correct letters and reports.

**EDUCATION AND/OR WORK EXPERIENCE:**

I

Graduation from high school or the equivalent and three years of experience making program eligibility determinations based on the application of rules and regulations through an analysis and verification of data contained in documents such as applications for public assistance and conducting personal interviews with applicants for the purpose of exchanging information pertinent to program requirements, one year of which included the responsibility for overseeing and/or coordinating program activities.

EDUCATION AND/OR WORK EXPERIENCE: (Cont.)

**II**

An equivalent combination of education and experience that provided the applicant with the required entry level knowledge, skills and abilities.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

12.324

ESTABLISHED:           7/1/93P  
                              10/23/92PC